

BID on MDOT PROJECTS

The Michigan Department of Transportation (MDOT) has identified and outlined below the process requirements for bidding on MDOT advertised projects.

Effective April 1, 2005, MDOT will require mandatory electronic bidding on all projects advertised through the Contractor's Service Center Web site at www.mdot.state.mi.us/bids. See below for more information on how to establish electronic bidding.

OBTAIN PROJECT PLANS/PROPOSALS

Project proposals and plans associated with an MDOT project are available to the public and can be purchased from either **Capital Imaging** (517-482-2292) Or **Motor City Imaging, LLC**. (313-342-7480).

REQUIREMENTS TO BID AS A PRIME CONTRACTOR:

- ❖ An MDOT project advertisement identifies the work classification required to bid. A construction contractor must be prequalified with MDOT in that specific work class in order to bid as a prime bidder. To receive more information on the prequalification process, go to MDOT's Contractor's Service Center at www.michigan.gov/mdotcontractors and select the PREQUALIFICATION Web page link.
 - ❖ A contractor can view project advertisements and other bid information from the Contractor's Service Center Web site at www.mdot.state.mi.us/bids. Once a contractor decides to bid as prime, he/she must:
 - Complete [Form 1300EZ](#) (Statement of Current Contracts and Subcontracts) and submit to MDOT within the filing period identified in the [1300EZ Filing Schedule](#) specified for each letting date.
 - Complete [Form 1381](#) (Bid Document Request) to notify MDOT of the project(s) the contractor wishes to bid and to be included on the eligible bidder's listing. **The deadline to submit a Form 1381 to CSD is 5:00 p.m. one day prior to the scheduled bid letting.**
- Forms 1300EZ and 1381 can be submitted to Contract Services Division (CSD) by Fax: 517-373-3707, 517-241-4193, by on-line submission, or by email at MDOT-BidLetting@michigan.gov.
- A prime contractor may submit a hard copy bid to MDOT along with an electronically submitted bid until October 1, 2005. (See REQUIREMENTS FOR ELECTRONIC BIDDING below.) The hard copy bid shall become the official bid should there be any variation between the hard copy bid and the electronic bid.
- ❖ Hard copy bids can be mailed by overnight carrier to the following location prior to bid opening time:

Michigan Department of Transportation
Contract Services Division – Bid Letting
425 W. Ottawa St.
Lansing, MI 48933

REQUIREMENTS TO BID AS A SUBCONTRACTOR:

- ❖ Subcontractors must be prequalified in the work classification they intend to perform. For more information on the prequalification process, go to MDOT's Contractor's Service Center at www.michigan.gov/mdotcontractors and select the PREQUALIFICATION Web page link.
- ❖ Subcontractors are not required to complete forms 1300EZ or 1381.

ELECTRONIC BIDDING REQUIREMENTS:

The following steps aid in the electronic bid submission requirements for bidding on MDOT projects.

Allow *at least* 4-6 business days to complete this setup:

1. Subscribe to the on-line bidding exchange Internet Website, Bid Express. Log on to Bid Express (www.Bidx.com) for information about Bid Express and how to subscribe.
2. Install the FREE bid software program and electronic bidding system, Expedite® Bid (Expedite). Print the given instructions on how to get and install Expedite Bid - www.michigan.gov/documents/expedite_54449_7.pdf.

For questions and assistance with the electronic bidding process, contact [MDOT-BidLetting](#) by e-mail or telephone 517-335-4328.

REQUIREMENTS FOR PREQUALIFICATION-WAIVED PROJECTS:

Allow 3-4 business days to complete this process

- ❖ Projects advertised as prequalification-waived, can be bid from either a prequalified contractor or a contractor that is not prequalified with MDOT.
- ❖ To bid on prequalification-waived projects, a contractor must:
 - Complete pages 19, 20, & 21 of [Form 1313](#), Confidential Prequalification Application. Once completed, mail the document to:

Contract Services Division
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909
 - Complete a Bid Document Request, [Form 1381](#) and fax to MDOT: 517-373-3707 or 517-241-4193.
The deadline to submit a Form 1381 to CSD is 5:00 p.m. one day prior to the scheduled bid letting.
 - Establish electronic bidding. As of the April 2005, Bid Letting, all bids must be submitted electronically. (See REQUIREMENTS FOR ELECTRONIC BIDDING above.)

**** BIDS RECEIVED AFTER THE OFFICIAL CLOSING OF BIDS WILL NOT BE ACCEPTED ****